

*IST is the only company that provides a total turn-key solution for HR records*

IST does it all. Upon signing with IST, you will realize the benefits of a combined software and services solution. From day-one, IST will:

- Perform an Analysis of Current Processes
- Customize DocStor's File Structure
- Design Workflow Architecture
- Enhance End-User Efficiency
- Plan Our Solution Around Your Needs
- Integrate Processes without Disruption
- Scan, Index & Upload All Existing Paper Files
- Staff Using Certified DocStor Specialists
- Complete The Entire Project On Time
- Provide Customized Training
- Provide Unlimited DocStor Software Updates



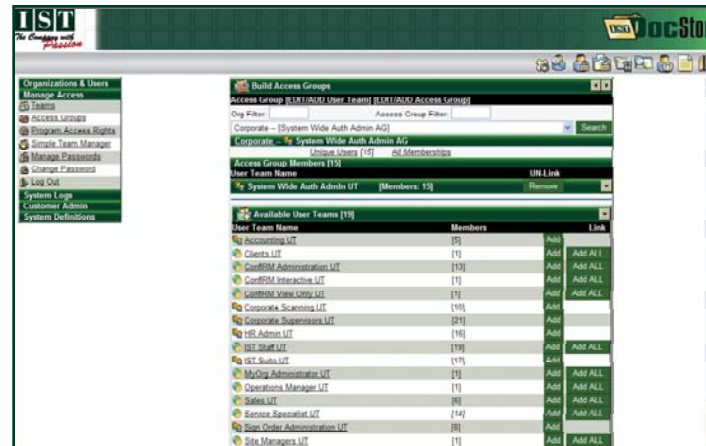
**Make an Appointment Today!**



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## Security

Easily Maintain Access Rights



## Reporting

Locate Missing Forms Fast

Emp ID	Site Name	Name	Team	Label	Folder	Form	Status (Black)	Email Sent
101	Corporate	Adrian_Ashby	System Wide DocStor Admin UT	40% Enrollment Form	40%	40% enrollment	No	No
101	Corporate	Bechtner_Daniel	System Wide DocStor Admin UT	Background Check Results	Pre Emp Screen	Background Check	No	No
101	Corporate	Carroll_Joseph_K.	System Wide DocStor Admin UT	AFLAC Accident Indemnity Plan Form	DisLAcOther	AFLAC Accident	No	No
101	Corporate	Carroll_Joseph_K.	System Wide DocStor Admin UT	AFLAC Hospital Protection Plan Form	DisLAcOther	AFLAC Hospital	No	No
101	Corporate	Carroll_Joseph_K.	System Wide DocStor Admin UT	Declining Benefits Form	DisLAcOther	Decline Plans	No	No
101	Corporate	Carroll_Joseph_K.	System Wide DocStor Admin UT	Health Insurance Enrollment Form	HealthCentral/Vision	Health	No	No
101	Corporate	Carroll_Joseph_K.	System Wide DocStor Admin UT	Background Check Results	Pre Emp Screen	Background Check	No	No
101	Corporate	Carroll_Joseph_K.	System Wide DocStor Admin UT	Consent Form	Pre Emp Screen	Consent Form	No	No
101	Corporate	Carroll_Joseph_K.	System Wide DocStor Admin UT	Drug Test Results	Pre Emp Screen	Drug Test	No	No
1010	Corporate	Cooper_Sc.	System Wide Client Center Admin UT	40% Enrollment Form	40%	40% enrollment	No	No
1010	Corporate	Christopher Cooper_Sc.	System Wide Client Center Admin UT	Direct Deposit Form	Direct Deposit	Direct Deposit	No	No
1010	Corporate	Christopher Cooper_Sc.	System Wide Client Center Admin UT	AFLAC Accident Indemnity Plan Form	DisLAcOther	AFLAC Accident	No	No
1010	Corporate	Christopher Cooper_Sc.	System Wide Client Center Admin UT	AFLAC Hospital Protection Plan Form	DisLAcOther	AFLAC Hospital	No	No
1010	Corporate	Christopher Cooper_Sc.	System Wide Client Center Admin UT	Benefits Cost Breakdown	DisLAcOther	Benefit Cost	No	No
1010	Corporate	Christopher Cooper_Sc.	System Wide Client Center Admin UT	Declining Benefits Form	DisLAcOther	Decline Plans	No	No
1010	Corporate	Christopher Cooper_Sc.	System Wide Client Center Admin UT	Disability Insurance Form	DisLAcOther	Disability	No	No

Expiring Document Alerts

Emp ID	Site Name	Name	Team	Label	Folder	Form	Status (Black)	Email Sent
335	Letter Screen Katz & Dreyer, LLP	Luchini_Erin	Service Specialist UT	Social Security Card	1-9	SS Card	10/10/2007	No
220	Emory Clinic	Quinlan_Victor	Service Specialist UT	Social Security Card	1-9	SS Card	08/12/2006	No
1912	Corporate	Sil_Suzanna	System Wide DocStor Admin UT	Social Security Card	1-9	SS Card	01/03/2007	No
1163	Emory Clinic	Mason_Brian	Site Managers UT	Driver's License	1-9	Driver's License	08/26/2007	No
339	VITAS Healthcare Corporation	Bluhm_Sherell	Site Managers UT	Social Security Card	1-9	SS Card	01/22/2008	No
1012	Corporate	Sil_Suzanna	System Wide DocStor Admin UT	Driver's License	1-9	Driver's License	01/22/2008	No
394	WellStar	Burns_Lisa	Service Specialist UT	Social Security Card	1-9	SS Card	02/20/2007	No
219	InterContinental Hotels Group	Martin_Gustavo	Site Managers UT	Driver's License	1-9	Driver's License	02/20/2007	No
740	Chemicals International	Pringle_Jamaine	Site Managers UT	Driver's License	1-9	Driver's License	11/06/2006	No

Innovative Service Technology Presents,



Do You Know What Employee Forms Are Missing?

Is Your File Room Taking Up Valuable Work Space?

Is it a Nightmare for Your Management Team to Access Employee Information?

*DocStor Brings The Solution To Your Fingertips*



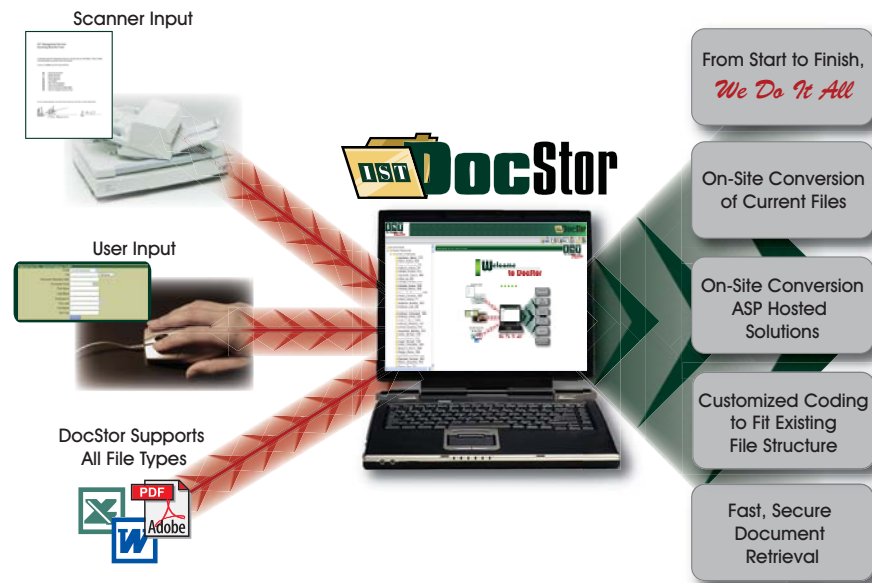
**DocStor Specializes in Electronic Document Management for Human Resources Files**

*We Do It All*

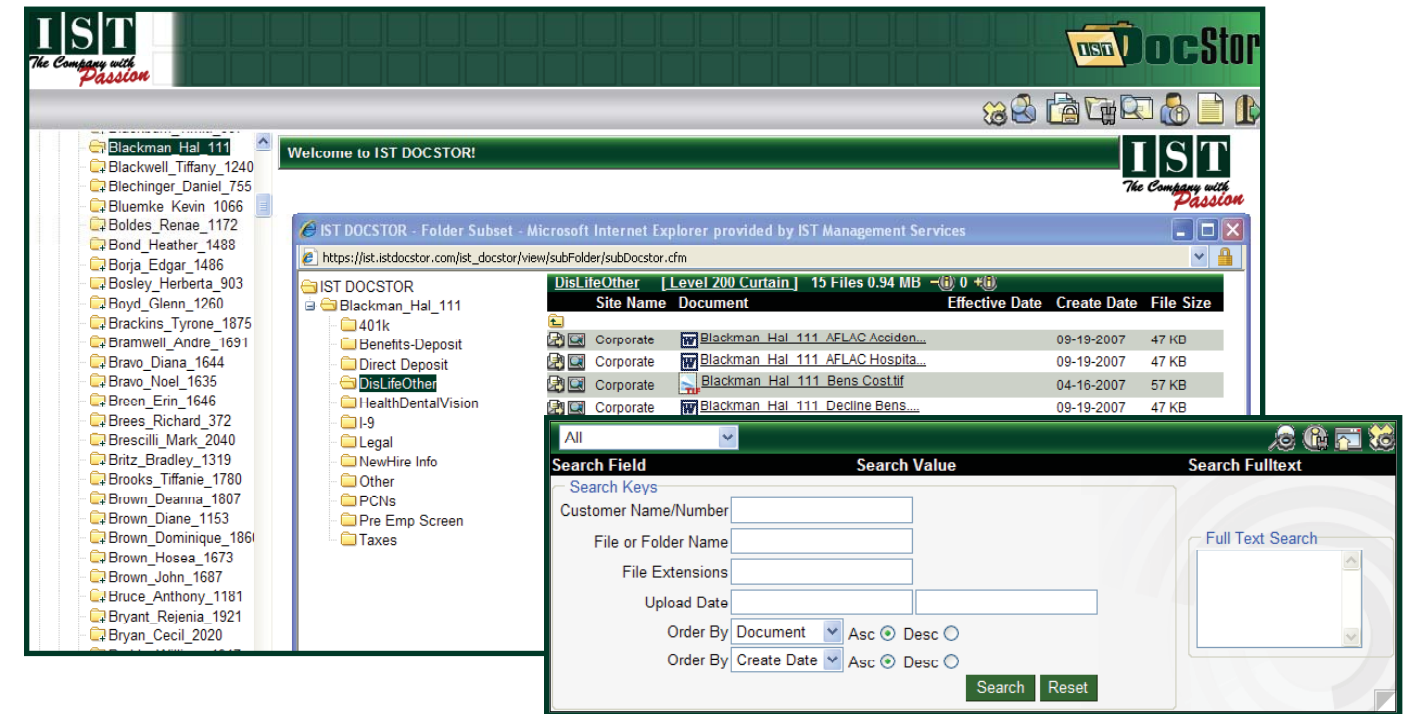
## DocStor Converts & Stores All of Your HR Files in Electronic Format.

### You Can:

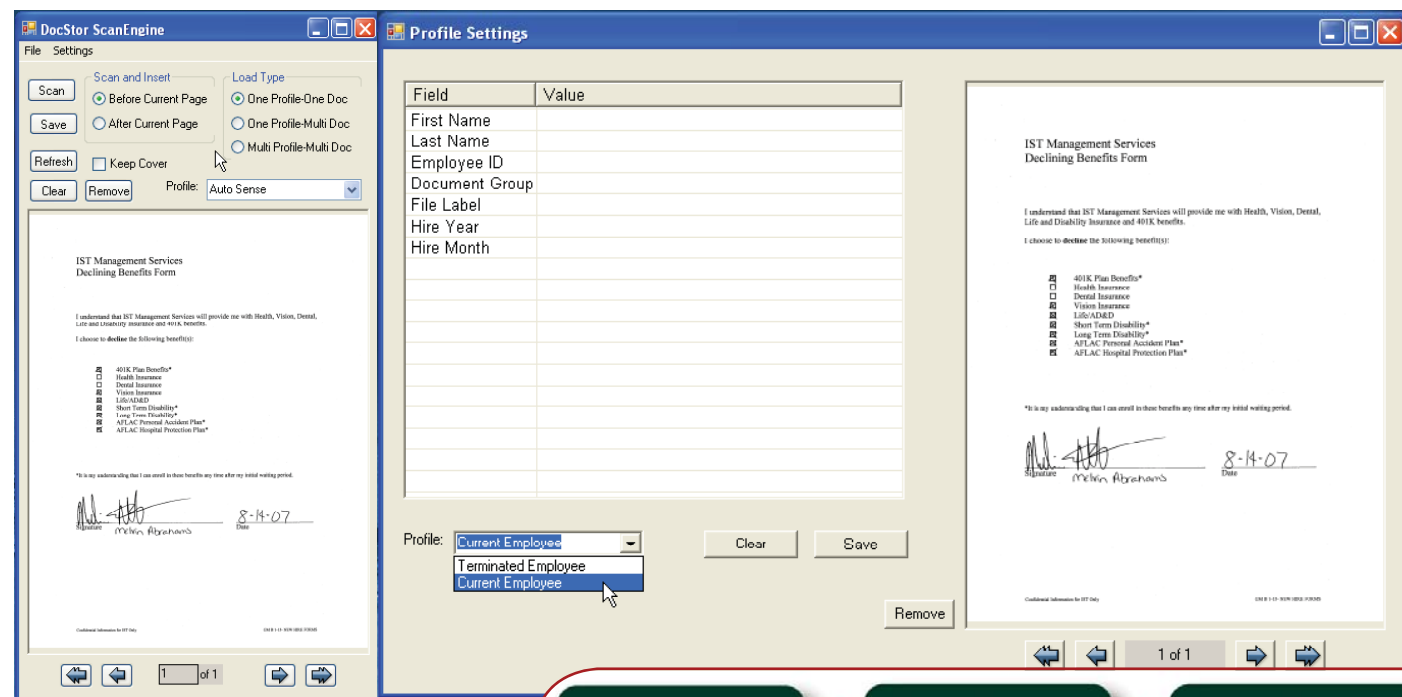
1. Scan, Index & Upload Existing Paper Documents
2. Easily Upload Existing Electronic Documents Into DocStor with a Single Click



## Easy To Use Main Interface



## 3-Click Document Processing:



**Scan** → **Index** → **Upload**

**Employee File Searches Are Fast & Accurate**  
**Digital HR File Structures Are Customized to Your Needs**  
**Tracking Missing Forms is One Click Away**  
**Maintaining HR File Access & Security is Fast & Simple**  
**Secure Document Storage for Peace of Mind**



*Finally*  
*A Technology Company*  
*That Provides a*  
*Turn-Key Software &*  
*Services Solution!*



1-800-636-8015  
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